

~~SECRET~~

PROCUREMENT DIVISION NOTICE NO. 63-5

JUN 3 1964

SUBJECT: Procurement Division Management Program

1. With the beginning of Fiscal Year 1964 an internal Management Program will be initiated within the Procurement Division.

2. The medium of accomplishing the stated objectives will be through a series of round-table discussions to be attended by personnel indicated in the attached agenda. Other employees will be invited to attend specific meetings as the matters under discussion particularly concern them, or as it is indicated they have a contribution to make to any phase of the program. The Chiefs, Contract Branch and General Products Branch are invited to attend meetings in addition to those indicated for them, as their time or specific interests indicate.

3. Efforts will be made to accomplish our purposes with a minimum of reporting or additional workload -- in fact, our aim will be to streamline and simplify our operating procedures to accomplish the basic procurement operation in the most expeditious and efficient manner possible. The Chief, Support & Control Staff will attend all meetings, record the proceedings and be responsible for monitoring progress and completion of tasks or projects which will be assigned to various personnel. Accordingly, reports, documents and other written matters dealing with the several assignments will be routed to S&CS for recording and forwarding to Chief, Procurement Division for his approval.

4. Attached is an agenda and dates for discussions on the various subjects. Other related topics may be introduced within the framework of this agenda, or a new subject proposed through a Branch Chief as considered appropriate.

5. All meetings will be held at 10:00 a.m. in the office of the Chief, Procurement Division.



25X1A9a

Chief, Procurement Division/OL

Attachment:

Agenda for Management Meetings

Distribution:

- 1 - Ea. PD Unit
- 1 - OL/PD Official

External Distribution:

- 1 - OL/Admin Staff

OL/PD:

[Redacted]

31 May 1964



~~CONFIDENTIAL~~

25X1A9a